

CHECKLIST OF FY 2006 3RD QUARTER AND YEAR-END ACTIVITIES

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Confirmation of Inter-Office Balance reports available in STARS as of May data.	6/6	Allottees should begin Inter-Office Analysis. See Trading Partner Code Guide at http://www.mbe.doe.gov/efasc/frad/otherguidance.htm Note: PMA data will not be available in STARS until June 14. An attempt should still be made to contact the PMAs and begin the confirmation process as soon as possible.
Financial Statement/Yearend Closing Workshop.	6/13 through 6/15	Held in Germantown
Confirmation of Inter-Office analysis as of May data should be completed.	6/25	See Trading Partner Code Guide at http://www.mbe.doe.gov/efasc/frad/otherguidance.htm
All critical edits as of June data, to be corrected.	7/5	Address questions to Lauren.rippeon@hq.doe.gov
Final 3 rd quarter data due to EFASC.	7/5	
3 rd quarter accrual adjustments generated and posted.	7/6	
OCRWM to submit memo to OFO regarding Department's liability to the NWF.	7/7	CF-10 only
3 rd quarter financial statement analysis and footnote disclosures due.	7/14	Submit to Jeff Carr at jeffrey.carr@hq.doe.gov
3 rd quarter limited financial statements issued to OMB.	7/21	CF-10 only
Full set of 3 rd quarter financial statements and footnotes provided to KPMG.	7/28	CF-10 only
Complete Integrated	7/31	

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Contractor Trial Balance Reconciliation as of June 30.		
3 rd quarter 2108 certifications due	7/31	See Field Office FMS 2108 Review –Certification Standard Operating Procedures http://www.mbe.doe.gov/efasc/frad/otherguidance.htm Fax certification to 301-903-6558. Attn: Barbara Harbell.
Complete fund balance with Treasury reconciliation as of June data.	7/31	CF-10/Oak Ridge Financial Service Center
Confirmation of Inter-Office Balances reports available in STARS as of August data.	9/7	Allottees should begin Inter-Office Analysis. See Trading Partner Code Guide at http://www.mbe.doe.gov/efasc/frad/otherguidance.htm . Note: PMA data will not be available in STARS until September 15. An attempt should still be made to contact the PMAs and begin the confirmation process as soon as possible.
Confirmation of Inter-Office analysis as of August data should be completed.	9/25	See Trading Partner Code Guide at http://www.mbe.doe.gov/efasc/frad/otherguidance.htm
Cutoff for FY2006 contractor billing of inter-entity and inter-contractor costs and transfers.	9/25	Information related to any non-reconciling transfers issued after 9/25 should be emailed to the other office. The official copy and backup should be express mailed immediately with a notation that an advanced copy was emailed previously (to avoid duplicate reporting). See Trading Partner Code Guide at

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		http://www.mbe.doe.gov/efasc/frad/otherguidance.htm for allottee contacts.
Confirmation process of interoffice transfers should begin.	9/26	
Final SF-1151's due to Treasury.	9/30	CF-10 only
September Summary of Cash Activity due – noon local time.	10/2	
Preliminary 4 th quarter data due to EFASC.	10/3	
Yearend accrual adjustments generated and posted.	10/4	
Final regular SF-224 due to Treasury.	10/4	CF-10 only
Confirmation of Nuclear Materials Inventory as of September 30.	10/6	Electronic confirmation is acceptable; questions should be directed to Dee Hart 505-845-4131.
Final Nuclear Material data to STARS.	10/6	Questions should be directed to Dee Hart 505-845-4131.
STARS open for October business.	10/10 – at the latest	EFASC will determine and communicate the schedule for Opening/Closing September at a later time.
DIMS detail data due to NNSA.	10/10	Attn: Dee Hart 505-845-4131
Final FY2006 reconciliation of interoffice balances.	10/11	All interoffice material differences should be resolved. See Trading Partner Code Guide at http://www.mbe.doe.gov/efasc/frad/otherguidance.htm . Note: Preliminary PMA data will not be available in STARS

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		until October 12. An attempt should still be made to contact the PMAs and begin the confirmation process as soon as possible.
OCRWM to submit final memo to OFO regarding Department's liability to the NWF	10/11	CF-10 only
All critical edits as of September data, to be corrected.	10/12	Address questions to Lauren.rippeon@hq.doe.gov
Final 4 th quarter data due to EFASC.	10/12	
HQ adjusting entries and managerial cost allocations.	10/13	CF-10 only.
Complete cash reconciliation	10/13	CF-10 only
SEP-06 Closed and SEPADJ01-06 opened.	10/13	All entries after this date will be processed in SEPADJ01-06. All audit adjusting entries should be coordinated with CF-10 and only posted to SEPADJ1-06 by Deanna Ammons, Lori King, or Bethany Williams. No entries should be made without approval from CF-10.
Year-end financial statement analysis and footnote disclosures due.	10/16	Submit to Jeff Carr at jeffrey.carr@hq.doe.gov
Detail submission into DIMS due to Financial Policy.	10/17	Attn: Barbara Uzzell, CF-50, on (301) 903-3262.
Final 2108 certifications due from field.	10/23	See Field Office FMS 2108 Review –Certification Standard Operating Procedures http://www.mbe.doe.gov/efasc/frad/otherguidance.htm Fax certification to 301-903-6558. Attn: Barbara Harbell.

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Report of Waiver of Claims for Erroneous Payments due to FRAD.	10/25	Questions should be directed to Steve Rosenberry on (301) 903-4137. Fax: (301) 903-5202.
Report on International Transactions due via ITRANS.	10/27	Questions should be directed to Steve Rosenberry on (301) 903-4137.
Final date for FY 2006 audit adjusting entries.	10/27	Offices must work closely with KPMG auditors to resolve all findings in order to post adjusting entries in time to meet the final report date of 10/27 date. Audit adjusting entries should be coordinated with CF-10 and only posted to SEPADJ1-06 by Deanna Ammons, Lori King, or Bethany Williams. No entries should be made without approval from CF-10.
Complete Integrated Contractor Trial Balance Reconciliation as of September 30.	10/30	
Report on Receivables and supporting footnote narrative due via RECONS.	11/1	Questions should be directed to Steve Rosenberry on (301) 903-4137.
Certification of Receivables Report.	11/1	Questions should be directed to Steve Rosenberry on (301) 903-4137. Fax: (301) 903-5202.
Provide initial subsequent events response to HQ.	11/2	E-mail responses to Jeffrey.Carr@hq.doe.gov.
October data due to EFASC	11/2	
Report on Estimated Foreign Currency Collections and Expenditures due to FRAD.	11/8	Questions should be directed to Steve Rosenberry on (301) 903-4137. Fax: (301) 903-

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		5202.
Report on Unfunded Foreign Currency Reservation Accounts due to FRAD.	11/8	Questions should be directed to Steve Rosenberry on (301) 903-4137. Fax: (301) 903-5202
Provide second subsequent events response to HQ to support the Reclassified Financial Statements.	11/14	E-mail responses to Jeffrey.Carr@hq.doe.gov.
Provide final subsequent events response to HQ to support the Federal Report of the United States.	11/28	E-mail responses to Jeffrey.Carr@hq.doe.gov.
Federal Aid to State & Local Governments due to FRAD.	12/1	Questions should be directed to Mercedes Vasquez 301-903-3755. Fax: (301) 903-5202
Tracking of Technology Transfer Third-Party Receipts.	1/17/2007	Questions should be directed to Mercedes Vasquez 301-903-3755. Fax: (301) 903-5202